POSITION DESCRIPTION:

GIS PROGRAM MANAGER

1. **In concert with the GIS Administrative Committee (GIS-AC), provides on-going <u>coordination and management</u> oversight of the City-County GIS Program. (8 pts.)**

    a. <u>Communicates</u> on a regular basis with all members of the GIS-AC to ensure they are kept properly informed in a timely manner of relevant City-County GIS program activities.

    b. Performs <u>consensus building</u> tasks among participating entities and other relevant parties to resolve questions and matters of shared interest; and routinely report to the GIS-AC on the status of such activities and recommend actions to obtain consensus.

    c. Prepares <u>high quality reports and documentation</u> on GIS-related projects, system capabilities, user requirements and other special projects as requested.

    d. Oversees the development of user and system-wide <u>applications and enhancements</u> as agreed-to be the GIS-AC.

    e. Develops a "GIS Program Manager" <u>annual work program</u> detailing position priorities, expected tasks, products, and resource needs; and report to the GIS-AC on a regular basis concerning the status of work items.

    f. Serves as <u>primary staff for GIS-AC working sessions</u>, including arranging meeting times and location, preparing agendas and pertinent meeting materials, and acting as the meeting chair.

2. **In concert with the GIS Administrative Committee (GIS-AC), performs program <u>planning</u> actions intended to advance the efficient delivery and enhanced quality of GIS services. (5 pts.)**

    a. Works with the GIS-AC to <u>establish common goals</u>, program <u>objectives</u>, project <u>priorities</u>, operational <u>policies</u>, and strategic <u>plans</u>.

b. Supports – to the degree such services are sought – <u>GIS program planning by participating agencies</u> relating to hardware, software, user training, database development and other relevant topical areas.

c. Develops recommended strategies for obtaining <u>cost savings</u> for the City-County GIS program items and activities.

d. Reports on applicable <u>budget requirements and financing alternatives</u> for the continued maintenance and future needed expansion of the City-County GIS operation.

e. Seeks <u>expanded funding</u> for the City-County GIS program through grants and a variety of cost sharing approaches.

3. Conducts routine <u>outreach</u> efforts to expand the understanding of GIS throughout the community and the essential role GIS plays in the delivery of quality local governmental services. (3 pts.)

a. Represents the City-County GIS program in a <u>professional manner</u>; presents an articulate, informed, and thoughtful demeanor in discussing the City-County GIS Program.

b. Undertakes endeavors to <u>inform</u> elected and appointed officials, user groups, potential system clients, and the community at large about the benefits of GIS.

c. Completes <u>site visits</u> at participating agencies to obtain a broad understanding of GIS-related issues, concerns, and opportunities.

d. Conducts <u>periodic director briefings</u> regarding status of the City-County GIS program and reports findings to GIS-AC.

e. Manages and heads a <u>City-County GIS Users Group</u>, including the organizing, scheduling, and conducting of regular user group meetings intended in part to further the exchange of information and ideas among the broader City-County GIS community.

4.   **Maintains and applies a strong <u>technical knowledge of GIS</u> technologies, policies, and management techniques which support the long term viability and high quality of the City-County GIS program. (4 pts.)**

a.   Coordinates a <u>GIS user training</u> initiative for participating agencies which is designed to provide basic instruction along through advanced GIS user training.

b.   Researches and presents information to the GIS-AC on <u>emerging trends</u> in the GIS profession and the applicability of these trends to the City-County GIS program.

c.   Attends relevant professional <u>conferences and training</u> events to ensure a contemporary understanding of GIS technologies, policies and management techniques.